



**SAINT PAUL**  
**MINNESOTA**



# DEPARTMENT OF SAFETY AND INSPECTIONS MANAGEMENT ASSISTANT IV





## **About this Position**

This position performs professional and administrative work assisting management with operations and coordinating services for the Rent Stabilization program. Work includes developing and implementing a process for landlords to request exceptions to limiting rent increases, investigating complaints, and developing a process for appeals related to requests for exceptions.

## **Major Duties Performed Most of the Time**

- Leading and training staff in work related techniques, procedures, and requirements of the rent stabilization unit. Assists staff in identifying violations, establishing standards, evaluating, and prioritizing work.
- Using principles of project and contract management to budget, impose fiscal control, perform analysis, plan and evaluate work, and measure program performance. Develops goals, objectives, policies and procedures, and systems to establish the rent stabilization program(s).
- Serving as a communication liaison with city departments and community representatives. Coordinates the work with other governmental agencies and the efforts of multiple departments and/or agencies to address chronic compliance issues. Monitors contractors, vendors, and the public for coordination and compliance matters. Establishes and fosters external partnerships and cooperative working relationships.
- Designing a uniform process for intake, investigation, and resolution of complaints related to violations of legislative code. Uses techniques of data collection, analysis, and reporting to make recommendations to management pertaining to complex issues.
- Recommending educational and outreach programming based on community needs, available resources, priorities, and policies. Coordinates multiple projects and programs with city departments and agencies to meet critical deadlines.
- This position may also be called upon to lead project management related to other housing stability initiatives within the department and/or city.



## **City of Saint Paul At-a-Glance**

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government
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- Melvin Carter is the 46th, and first African-American mayor of the City of Saint Paul and was reelected for a second term in 2021.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.

## **About the Department of Safety and Inspections (DSI)**

The Department of Safety and Inspections (DSI) is a multi-disciplinary regulatory organization that works to promote safety and wellness where we live and work, prevent life and property loss, support neighborhood vitality, and promote equitable, innovative, and sustainable solutions that work for all.



## Minimum Qualifications

High school diploma required; Bachelor's Degree preferred in Business or Public Administration with two years of experience in project management. Experience in applied crime reduction and/or statistical analysis or any equivalent combination of education, training, and experience. Bachelor's degree or equivalent in social science or human services area; two years related experience and/or training in a social service setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience. Experience working with elected officials, law enforcement, neighborhood organizations, residents and/or churches. Knowledge of the community and social issues. Good analytic and interpersonal skills.

## Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is **\$68,348.80 - \$96,116.80** annually. Starting salary is dependent upon experience and qualifications.

## City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

## Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

## The Process

Complete an application and submit your resume, cover letter, and three references online at [stpaul.gov/jobs](http://stpaul.gov/jobs). The cover letter should include a description of why you are interested in the position and how your skills make you an excellent candidate.

Additional information about the City of Saint Paul can be found at [www.stpaul.gov](http://www.stpaul.gov).

